

# TOWN OF WEBSTER

## SELECT BOARD

### MEETING MINUTES TUESDAY OCTOBER 12, 2021

The Select Board held a meeting on Tuesday October 12, 2021. The meeting was held at 945 Battle Street, Webster, NH 03303 in the Grange Hall.

**Select Board Members present:** David Hemenway (Chairperson), Normandie Blake, Marlo Herrick.

**Also, present:** Dana Hadley (Town Administrator), Russell Tatro (Land Use Coordinator).

Chairperson Hemenway opened the meeting at 3:27pm and all Board members were present. The purpose of the meeting was to review Town policies.

The Board began its review by going over the Town's Accounting Policy. Administrator Hadley went over the recommendations that the Auditors had made regarding this policy. Chairperson Hemenway pointed out that it was not Financial Administrator that started the budget. He suggested changing this to the Town Administrator and the Board agreed. He also asked if the Town had a separate return check policy because it was mentioned. They discussed the topic and asked Administrator Hadley to see if there was a separate return check policy.

The Board then reviewed the Agenda Topic Policy. Chairperson Hemenway suggested that anyone who requesting to be on the agenda should have to provide any supporting document by the listed deadline. The Board agreed this was a good idea.

The Board then reviewed the Alarm Ordinance. Chairperson Hemenway thought the policy needed clarification on when the fines would be reset. The Board discussed the topic and agreed with a three-year time period. Chairperson Hemenway also suggested combining all the various alarm ordinances into one and the Board agreed.

The Board then reviewed the Credit Card Policy. Administrator Hadley stated that the biggest issue that the Town was currently having regarding credit cards was the turnaround on getting them paid. The had six active credit cards as follows: Town Administrator, Police Chief, Fire Chief, Police Lieutenant, Town Clerk and Custodian. The Board discussed if the Police Department needed two credit cards. Member Herrick stated that it made sense because the Police Chief was part time. The Board agreed.

The Board then reviewed the E-mail policy. Chairperson Hemenway suggested changing the language to have it apply to all Boards/Commission because all Boards/Commissions were subject to RSA: 91a. The Board agreed with the change.

The Board then reviewed the Fraud Policy and the Board agreed with the policy.

The Board then reviewed the Harassment Policy. The Board discussed the policy and how it worked in practice. The Board decided to adjust the list of who reports should be made to in the event of an incident.

The Board then reviewed the Fund Balance Policy and the Board agreed with the policy. Chairperson Hemenway asked Administrator Hadley to investigate how much the Town could have in the unassigned fund balance.

**MOTION:** Chairperson Hemenway

**To close the meeting at 4:55pm**

**SECOND:** Selectwoman Blake

- 1 **DAVID HEMENWAY – YES**
- 2 **NORMANDIE BLAKE – YES**
- 3 **MARLO HERRICK - YES**
- 4 **The motion passed 3 to 0.**
- 5
- 6 *Minutes taken by Russell Tatro.*

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